PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE

RICHMOND, VIRGINIA

To: • PM USA Records Coordinators

Date: July 26, 1993

From: • L. M. Cummings

Subject: • RECORDS MANAGEMENT MANUAL DISTRIBUTION
(Revised: June, 1993)

The Legal Department has asked that I distribute the June, 1993 revised version of the PM USA Records Management Manual and Program Instructional Booklet to all departmental Records Coordinators. I have also been asked to collect the outdated manuals previously issued to your department and any copies thereof.

I am therefore requesting that you collect all of the manuals currently maintained in your department and return them to Records Management - M/C, EWB by August 6, 1993. Upon receipt, we will send you the revised manual and instructional booklet. If you are unable to locate the manual previously issued to your department, please notify me of this by the above date.

Due to the limited number of revised manuals and instructional booklets, only one (1) of each will be distributed to each departmental Records Coordinator. Additional copies may be made at your discretion provided they can be collected and returned in the event of future revisions.

Please note that all forms, schedules and notices in the manual are samples and therefore differ in appearance and layout from the actual documents you have been instructed to use by the Records Management Department. Legal has reviewed each of our documents and has authorized their continued use.

Thank you for your assistance in this matter and if I may answer any questions, please do not hesitate to contact me on Extension 5949.

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